

Request for Proposal (RFP)

For

***Internal Audit
FY 2082/83***



Himalayan Bank Limited
HBL Corporate Office, Kamaladi, Kathmandu

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1. Introduction

Himalayan Bank Limited (*"HBL" or "Bank"*) invites proposals from the Audit Firms (*"Service Provider"*) operating in Nepal for conducting Internal Audit of its branches and departments.

HBL invites Request for Proposal (RFP) from eligible Service Providers for internal auditing of 173 branches and 24 departments as per the attached list, where audit of 5 branches and 9 departments is to be carried out 2 times a year at minimum.

Interested Service Providers should submit the Technical Proposal in their own format and that should include the documents as required in prerequisites for RFP in section 5 of this document and financial proposal for conducting audit for each branch and departments.

2. Objective of the Assignment

The objective of the internal audit of the company is to provide an independent assurance service to the board, audit committee and management, focusing on reviewing the effectiveness of the governance, risk management and control processes that management has put into place. It objectively examines, evaluates, and reports on the adequacy of internal control as a contribution to the proper, economic, and effective use of resources. Determination of the level of compliance with prevailing laws including its own byelaws, policies and procedure also forms one of the main objectives of internal audit.

Himalayan Bank Limited (HBL) seeks proposals from the audit firms to provide internal audit services for FY 2082/83 being guided by the bank's Risk Based Internal Audit Guidelines, scope of the assignment and Terms of Reference of the assignment.

HBL has its in-house internal audit team and seeks proposals from the service providers to conduct an internal audit of the auditable units, as per the annual audit plan prepared by the in-house internal audit team and approved by the audit committee of the bank.

3. Scope of the Assignment

The following are the general scope of the assignment:

- ❖ Perform internal audit of the Bank of FY 2082/83 as per the RFP and audit plan approved by the audit committee. HBL Internal Audit team will finalize the audit plan guided by Risk Based Internal Audit Guideline.
- ❖ Certify the reports/returns to be submitted to NRB as required by NRB directives from time to time.
- ❖ Review of the reports to be submitted to Nepal Rastra Bank and ensure that they comply NRB directives.
- ❖ Review of policies, procedures, systems, manuals etc. relating to operation of the Bank and assess their adequacy and effectiveness in implementation and make recommendations for their improvement.
- ❖ Perform the responsibilities as prescribed/given by the Audit Committee and Board of the Bank, from time to time.
- ❖ Submit the internal audit report with findings, risk grading and recommendation to the Audit Committee of the Bank.

- ❖ Provide the Bank with proactive value addition advice in terms of improvement of systems, control and compliances with reference to best practices in the industry.
- ❖ Follow up the resolution status of internal audit issues raised, previous audit committee directives and present the same regularly in the audit committee meeting.
- ❖ Follow up the resolution status of findings of the Statutory Audit, NRB Inspection and Information Security Audit and ensure compliance with the recommendation.
- ❖ Conduct exit meeting after the completion of audit of branch and Head office discussing the discrepancies noted and the areas of improvement.
- ❖ To check and verify any other audit-related work as instructed by the Audit Committee.
- ❖ The service provider is required to cover the following areas at minimum level apart from the coverage to be guided by the relevant guiding documents for the audit and the relevant legislation in the auditable branches or department as the case may be:

a. Credit Function

- To sample the credit files ensuring 100% coverage of new files, 100% coverage of non-performing files, 100% coverage of restructured files and overall coverage of at least 50% portfolio of the branch.
- To assess and review the policies and procedures regarding the credit process of the Bank from appraisal to disbursement and recovery.
- To sample the files related to project nature and ensure the feasibility of the borrowing unit based on cost assessment and cash flow/repayment.
- To check and verify whether the credit is disbursed in compliance with the credit policy guidelines (CPG) of the Bank.
- To check the control system in place to ensure loan loss provision is provided as per NRB rules and regulations.
- To verify the CPG of the Bank and identify whether the same is within the line with the provisions as per the Unified Directive and other related circulars issued by NRB.
- To study all the product papers issued by the bank and compare the same with the provision laid down in the CPG and ensure whether the product paper covers the Type of loan sanctioned as sample.
- To ensure that Credit Rating has been obtained while approving credit facility of NPR 500 million or more.
- To obtain the list of Credit approval limit (delegation of authority) approved by the Board of Directors (BOD) and ensure that the credit facilities have not been sanctioned compromising delegated authority or limit as prescribed by the BOD.
- To enquire about the standard process of assessing the feasibility of business/project along with standard financial models and ratios used by the bank and to enquire about the controls in place to ensure that data used for the feasibility analysis are in line with the source documents provided by the borrower.

- To ensure that proper analysis of the business/project and its repayment capacity has been performed considering the market analysis, technical analysis, financial analysis, management analysis etc.
- To review the report issued by the valuator and ensure if the value of collateral is adequate to cover the facilities in line with the bank's CPG.
- To cross check the reasonableness of valuation on sample basis having reference to the other properties mortgaged with bank in same areas.
- To examine and ensure if site inspection of the property and business has been done before approval of loan as well as periodically as prescribed by the CPG.
- To ensure all the legal documents have been executed well before the sanction of facility.
- To enquire about control over disbursement process and assess whether there is proper segregation between credit approval and disbursement process. As a best practice, credit disbursement and administration function should be segregated from the credit approval/sanction function.
- To enquire about the controls in place in the bank to ensure that loan has been utilized for the intended purpose.
- To ensure that loan amount is not being withdrawn/transferred for meeting the existing loan obligations (interest/installment).
- To ensure that loan amount has not been transferred directly or indirectly to the accounts of a related party. If yes, ask for justification for the same.
- To ensure that bank has process of monitoring the drawing power of the working capital facilities in regular interval and reduce the limit in case credit facilities are not justified by the drawing power.

b. General Operation

- To verify the procedures for account opening, compliance with the KYC policy and provisions of NRB Directives.
- To check and confirm whether policies, procedures, systems, manuals etc. relating to operation of the Bank are effectively implemented and provide recommendations; if any, for their improvement.
- To check the daily banking operations at the branches and head office based on NRB guidelines, Operation Manual of the bank, other prevailing acts and regulations & circulars issued from time to time.
- To verify the cash balance of the branch audited and any discrepancy observed shall be immediately reported to the head office.
- The Service Provider shall ensure and report on the following:
 - Periodic vault/ATM cash verification on branch by non-key holders and its record/confirmation.
 - Print and review of daily Financial Transaction Report (FT of Teller (Cash/accounts/clearing) by alternate in the Branch, marked and confirmed of checker and affix of signature.

- To ensure that no person has drawn a cheque on account with insufficient balance knowingly.
- To ensure that no unauthorized withdrawal or transfer has been made from customer's account.
- To ensure that the cheque is not stale (more than 6 months old) or ante dated (future dated)
- To ensure that the source of payment has been self-declared in case of deposit of NPR 10 lakhs or more.
- To ensure that every transaction date of audit is supported by either cheque, deposit slip, withdrawal slip, charge calculation sheet, or any other documents as applicable.
- To ensure that no information on account of customer (ledger, balance and details) has been provided to unauthorized person.
- To ensure that no charges restricted by NRB Directive have been recovered from the customers.

c. Revenue Audit

- The Service Provider shall carry out revenue audit of major/top Revenue Centers (branches and departments) contributing at least 5% revenue of the Bank for identification of revenue leakages (if any) and suggest for remedial actions.

d. Risk Management Function

- To review the risks, responses and actions are being properly classified and reported or not?
- To review the controls in place and effectiveness of risk condition, procedures for risk identification, computation and control.
- To review the risk management processes, both their design and how well they are working.
- To review the process of management of those risks classified as 'Key', including the effectiveness of the controls and other responses to them.
- To review the completeness, accuracy and appropriateness of reporting and classification of risks.
- To review the control system in place to mitigate the overall risk and provide report on the same.
- To review the policies related to Risk Management and ensure their adequacy.
- To assess whether the bank has got Chief Risk Officer (CRO) or not and assess the adequacy of tasks, responsibilities and rights of the CRO.
- To ensure Whether the department has practice of preparing the risk report or not and the same is being studied and discussed in BOD and Top management at least once in a quarter or not.

- To assess whether the department is equipped with resources to manage all types of risks or not and whether they are competent enough or not.
- To check the risk registers prepared by the department and its sufficiency.

e. Finance and Treasury Function

- To ensure if Chart of Accounts has been prepared and approved or not?
- To ensure whether the bank has practice of preparing the budget, getting it approved and having variance analysis or not.
- To ensure no work/purchase/travel advance is provided without settlement of previous advance.
- To check the policies and procedures for operating the treasury operations.
- To review the deal transactions and control in place over the same.
- To check whether for each treasury position there is a job description specifying the duties of the position, reporting lines, delegations of authority and qualification requirements.
- To check whether timely and proper reconciliation has been made or not.
- To review the accuracy and reliability of accounting records and financial statements of the Bank.
- To check whether the interest rate and periods are as per the Bank's policy in case of deposits and credits; etc.
- To check whether the tax deduction on interest of the depositors is as per relevant tax policies.
- To examine whether the vouchers have been posted under respective heading backed by proper supporting or not.
- To check whether the fixed assets acquisition/disposal are as per the approvals and relevant rules.
- To check whether the depreciation is charged as per applicable accounting standards and applicable legislation.

f. Credit Recovery

- To check the and verify the action taken and adequacy of the measures taken by the controlling authority regarding recovery of loan.

g. General Administration

- To review the functioning of the department and report on any lapses in the control system.
- To check the sufficiency of the control system for inventory management regarding stationery and fixed assets.
- To review the Asset and Inventory Management System; if any and its functionality.

- Procurement Plan, Process and Control System, Facility and Logistic Management. The audit work shall cover review of the means of safeguarding assets.
- To check the vendor listing process and the control system over the same.
- To verify whether the procedures prescribed by the Financial Rules for invitation of tender/quotation are followed for purchase, whenever required.
- To verify that in the case of opening or relocation of branches, the procedures prescribed by NRB directives and financial rules are followed.
- To verify that physical verification of assets/stock is carried out as required by the financial rules.
- To check that vehicle logbook and generator logbooks are maintained.

h. Human Resource Department

- To review the dependency on staff and possibilities of risks arising from the same.
- To review staff recruitment process and ensure whether it is as per Staff By-laws or not.
- To examine the list of new staff hired during the F.Y. and their files and ensure that they comply with the approved set of procedures and byelaws.
- To examine list of Employees under contract and their related documents and ensure if their experience, qualification and duties are as per the prevailing law and by-laws of the BFI's.
- To examine the list of Staffs Turnover during F.Y. and ensure that settlement payment has been duly made for resigned/retired staffs and their retirement benefit availed as per the by-laws.
- To review staff training and development activities conducted during the year. Also plans related to staff training and execution details for the year.
- To ensure all the reporting pertaining to staff has been timely reported to NRB and other regulators.

i. Legal and Compliance

- To review the compliance status of the Bank with the NRB Guidelines and other relevant rules and regulations.

j. Reporting Cell

- To check whether all the reports to be submitted by the auditable units and the bank to the higher authorities/regulators/Head office are complying.

k. AML/CFT

- To Review the AML/CFT implementation of the bank and report accordingly.
- To check the adequacy of the logic used for tracking suspicious transactions.
- To check whether the Beneficial owners are duly tracked and recorded or not.
- To check whether risk grading for the accounts is correctly provided or not.

- To ensure whether required NRB reporting is done or not.
- To ensure whether due diligence of customers is done adequately or not.

l. Trade Finance

- To Review the compliance status with the relevant forex circulars and timely reporting to the central bank.
- To check whether procedures required to be followed for opening letter of credit have been duly followed or not.
- To check whether Bi.Bi.Ni. Form No. 3 has been duly filled or not and a copy has been submitted to the customs department and NRB respectively.
- To ensure amendment in L/C is done only after approval of both beneficiary, applicant, issuing bank and conforming bank, if any.
- To ensure that there is no partial acceptance of an amendment as same is not allowed and is deemed to be notification of rejection of amendment.
- To ensure that the issuing bank through its Correspondent Bank has send L/C in the name of Beneficiary residing abroad through Swift.
- To ensure whether required NRB reporting is done or not.

m. Card Center

- To review the TOR/SOP of the department to understand the structure and hierarchy of the department and ensure its adequacy.
- To study the licensing agreement with the vendors and ensure the bank has availed of all the facilities as promised by such an agreement.
- To review the control system in place for the issuance, delivery and disposal of the cards.
- To study the AMC agreement with the vendors of ATM machines and ensure their adequacy.
- To ensure that ATM cards and PIN are in the custody of different staff of the branch.
- To ensure that the PIN/CARD mailer has acknowledged cards in the Register which has been delivered to the branch.
- To ensure that proper memo has been raised by branch before destroying the returned stock of the card from customer and such memo should be forwarded to department for record.
- To verify in case of making payment through electronic, card based, POS or POT medium, any dispute between issuer and acquirer in bank's own terminal has been settled in stipulated time or not.
- To verify reconciliation details of cards and PIN received from card department/HO, cards/PIN delivered to customers and undelivered cards/PIN and physically verify undelivered stock of the same.

n. Information Security

The Service Provider shall carry out a functional audit of major software and digital platforms implemented and used by the Bank, like CBS, AML/CFT system and others.

4. Terms of Reference for the Assignment

Himalayan Bank has its Risk Based Internal Audit Guidelines and other guiding documents and policies for the internal audit process and reporting formats and the same shall be abided by the selected audit firms. The following are the terms to be abided:

- ❖ HBL Internal Audit team will coordinate for the internal audit functions carried out by service providers. Service providers will also liaise with HBL Internal Audit team for smooth functioning.
- ❖ HBL shall provide working space to the Staff of the Service Provider within the Bank's building.
- ❖ HBL shall provide necessary documents or access to the document or computer to the Service Providers required for internal audit.
- ❖ The Service Provider shall depute the required team to the Bank for the effective delivery of service.
- ❖ The Service Provider's employees or any individual engaged by the Service Provider shall in no way be employees of HBL.
- ❖ The employees engaged by the Service Provider shall have no claim for employment with the Bank upon the termination or non-renewal of this agreement.
- ❖ The Service Provider understands and agrees that the Bank accepts no responsibility for the settlement or arbitration of disputes that may arise between the Service Provider and its employees, or any individual engaged by it.
- ❖ The Service Provider shall report to the Audit Committee, or any other person authorized by the Committee for any matter related to the Internal Audit.
- ❖ The Service Provider shall use the Standard templates approved by the Audit Committee of the bank for findings, ratings, and reporting.
- ❖ Others as appropriate

5. Prerequisites for Request for Proposal

5.1 Required Documents

The Service Provider shall submit the following documents along with the technical and financial proposal:

- a. Firm's profile of the Service Provider,
- b. Copy of registration documents including VAT,
- c. CV of Partners and the resources to be deployed,
- d. Experience of the firm and partners,
- e. Composition of Human Resources (No. of CAs, ACCAs, semi-qualified CAs and other staff),
- f. Certificates, Expert consultation professional profiles etc.
- g. Number of Banks & Financial Institutions audited (Clearly mentioning: Internal/ External and the year of audit) along with experience letters from the respective clients duly attached,
- h. Profile of staff proposed for assignment of the Bank,
- i. Copy of tax clearance certificate for FY 2080/81,
- j. Declaration in the official letter regarding no disciplinary actions by the Institute of Chartered Accountants of Nepal or any other regulating body has been taken against the firm & partners,
- k. Proposed audit methodologies, approach and process,
- l. Proposed template for internal audit report
- m. Gross Internal Audit fees for each branch and department as per the attached list in **Annex 1**.

The Bank reserves the right to award internal audit assignments to one or more service providers based on the evaluation of submitted technical and financial proposals. If more than one service provider is selected, the bank shall provide a list of units (branches and departments) to be audited by each service provider.

5.2 Confidentiality & non-disclosure

All communications between the Bank and the Service Provider and all information or any information concerning the business transaction coming to the knowledge of the Service Provider shall be kept confidential by the Service Provider and its employee/s or any other individual engaged by the Service Provider unless it is absolutely essential for the Service Provider to disclose them, the specific written approval of the Bank shall be required to do so.

In the event of failing to maintain confidentiality in respect of information relating to the Bank by the Service Provider, its employees and staff as a result should the Bank face any losses, the Service Provider will be liable to compensate the Bank equivalent to losses faced by the Bank.

5.3 Return of Documents, Papers, Properties & Letters of the Bank

No document of HBL shall be copied or extracted or kept in possession after completion of this service. The Service Provider shall return to HBL all documents, papers, and properties of the Bank that belongs to the Bank or held by the Service Provider on behalf of the Bank.

5.4 Arbitration

If any dispute or difference of any kind whatsoever arises between the Bank and the Service Provider, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

Arbitration proceedings shall be conducted in accordance with the rules of Nepal Council of Arbitration (NEPACA).

Annex 1: List of Auditable Units**i. Branches**

S. No.	Unit	Loan Range	Audit Frequency
1.	HITI DURBAR	Above 30 Arab	2
2.	NEW ROAD	20 Arab- 30 Arab	2
3.	MAIN BRANCH CTC	20 Arab- 30 Arab	2
4.	BIRGUNJ	10 Arab- 20 Arab	2
5.	BHAIRAHAWA	10 Arab- 20 Arab	2
6.	PATAN	1 Arab- 10 Arab	1
7.	BUTWAL	1 Arab- 10 Arab	1
8.	BIRATNAGAR	1 Arab- 10 Arab	1
9.	DHANGADI	1 Arab- 10 Arab	1
10.	TEKU	1 Arab- 10 Arab	1
11.	NEPALGUNJ	1 Arab- 10 Arab	1
12.	BHARATPUR	1 Arab- 10 Arab	1
13.	ROADSHESH CHOWK	1 Arab- 10 Arab	1
14.	BIRGUNJ BRANCH, BYPASS ROAD	1 Arab- 10 Arab	1
15.	POKHARA NEW ROAD	1 Arab- 10 Arab	1
16.	HETAUDA	1 Arab- 10 Arab	1
17.	MAHARAJGUNJ	1 Arab- 10 Arab	1
18.	ITAHARI	1 Arab- 10 Arab	1
19.	KOTESHWOR	1 Arab- 10 Arab	1
20.	CHABAHIL	1 Arab- 10 Arab	1
21.	SWOYAMBHU	1 Arab- 10 Arab	1
22.	BIRTAMODE	1 Arab- 10 Arab	1
23.	MAIN ROAD NARAYANGHAT	1 Arab- 10 Arab	1
24.	DAMAK	1 Arab- 10 Arab	1
25.	NEW BANESHWOR BRANCH	1 Arab- 10 Arab	1
26.	TANDI	1 Arab- 10 Arab	1
27.	SUNAKOTHI BRANCH	1 Arab- 10 Arab	1
28.	BARDIBAS	1 Arab- 10 Arab	1
29.	POKHARA PRITHVI CHOWK	1 Arab- 10 Arab	1
30.	GHORAH	1 Arab- 10 Arab	1
31.	DHANGADI BRANCH	1 Arab- 10 Arab	1
32.	DHARAN	1 Arab- 10 Arab	1
33.	BANEP	1 Arab- 10 Arab	1
34.	KULESHWORE BRANCH	1 Arab- 10 Arab	1
35.	KALANKI	50 Crore- 1 Arab	1
36.	PIDARI CHOWK	50 Crore- 1 Arab	1
37.	DILLIBAZAR	50 Crore- 1 Arab	1
38.	ANAMNAGAR BRANCH	50 Crore- 1 Arab	1
39.	SATDOBATO	50 Crore- 1 Arab	1
40.	BUDDHA CHOWK BRANCH	50 Crore- 1 Arab	1
41.	SORAHAKHUTTE	50 Crore- 1 Arab	1
42.	KALIKANAGAR BRANCH	50 Crore- 1 Arab	1
43.	KAMALADI BRANCH	50 Crore- 1 Arab	1
44.	NEPALGUNJ NEW ROAD BRANCH	50 Crore- 1 Arab	1
45.	JANAKPUR	50 Crore- 1 Arab	1
46.	SURYABINAYAK BRANCH	50 Crore- 1 Arab	1
47.	SUNDHARA PATAN	50 Crore- 1 Arab	1
48.	HARNAMADI	50 Crore- 1 Arab	1

49.	LAHAN	50 Crore- 1 Arab	1
50.	KHURKHURE BRANCH	50 Crore- 1 Arab	1
51.	MID BANESHWOR BRANCH	50 Crore- 1 Arab	1
52.	KOHALPUR	50 Crore- 1 Arab	1
53.	INARUWA	50 Crore- 1 Arab	1
54.	KAWASOTI	50 Crore- 1 Arab	1
55.	BATISPUTALI	50 Crore- 1 Arab	1
56.	TULSIPUR	50 Crore- 1 Arab	1
57.	CHABAHIL BRANCH	50 Crore- 1 Arab	1
58.	DHADING	50 Crore- 1 Arab	1
59.	BHAKTAPUR	50 Crore- 1 Arab	1
60.	POKHARA RAM BAZAR	50 Crore- 1 Arab	1
61.	LEKHNATH BRANCH	50 Crore- 1 Arab	1
62.	SUKEDHARA	50 Crore- 1 Arab	1
63.	SINDHULI BRANCH	10 Crore- 50 Crore	1
64.	CHAPUR BRANCH	10 Crore- 50 Crore	1
65.	PANAUTI	10 Crore- 50 Crore	1
66.	LAMAHI	10 Crore- 50 Crore	1
67.	NIJGADH	10 Crore- 50 Crore	1
68.	PARBATIPUR BRANCH	10 Crore- 50 Crore	1
69.	TRISHULI	10 Crore- 50 Crore	1
70.	KAUSHALTAR	10 Crore- 50 Crore	1
71.	HATTIGAUDA BRANCH	10 Crore- 50 Crore	1
72.	GORKHA	10 Crore- 50 Crore	1
73.	GARUDA BRANCH	10 Crore- 50 Crore	1
74.	BIJUWAR BRANCH	10 Crore- 50 Crore	1
75.	DAMAK BRANCH	10 Crore- 50 Crore	1
76.	PARSA	10 Crore- 50 Crore	1
77.	KALAIYA BRNACH	10 Crore- 50 Crore	1
78.	ARJUNDHARA BRANCH	10 Crore- 50 Crore	1
79.	DHARAN BRANCH	10 Crore- 50 Crore	1
80.	DHANGADHIMAI BRANCH	10 Crore- 50 Crore	1
81.	SHIVACHOWK BRANCH	10 Crore- 50 Crore	1
82.	GOCHHADA BRANCH	10 Crore- 50 Crore	1
83.	BIRAT CHOWK BRANCH	10 Crore- 50 Crore	1
84.	MANIGRAM	10 Crore- 50 Crore	1
85.	SURKHET	10 Crore- 50 Crore	1
86.	BOUDHA BRANCH	10 Crore- 50 Crore	1
87.	RAPTISONARI	10 Crore- 50 Crore	1
88.	PALPA	10 Crore- 50 Crore	1
89.	KIRTIPUR BRANCH	10 Crore- 50 Crore	1
90.	JHAMSIKHEL	10 Crore- 50 Crore	1
91.	SAMAKHUSHI	10 Crore- 50 Crore	1
92.	PUTALISADAK BRANCH	10 Crore- 50 Crore	1
93.	BETRAWATI	10 Crore- 50 Crore	1
94.	KAPAN BRANCH	10 Crore- 50 Crore	1
95.	LAMKI	10 Crore- 50 Crore	1
96.	KHURKOT	10 Crore- 50 Crore	1
97.	BALAJU BRANCH	10 Crore- 50 Crore	1
98.	BHADRAPUR BRANCH	10 Crore- 50 Crore	1
99.	SUNWAL BRANCH	10 Crore- 50 Crore	1
100.	MAHENDRANAGAR	10 Crore- 50 Crore	1

101.	SALYAN	10 Crore- 50 Crore	1
102.	SURUNGA BRANCH	10 Crore- 50 Crore	1
103.	ATTARKHEL BRANCH	10 Crore- 50 Crore	1
104.	DUDHE BRANCH	10 Crore- 50 Crore	1
105.	GOLBAZAR BRANCH	10 Crore- 50 Crore	1
106.	GOTHATAR BRANCH	10 Crore- 50 Crore	1
107.	BHAISEPATI	10 Crore- 50 Crore	1
108.	TOKHA BRANCH	10 Crore- 50 Crore	1
109.	DHALKEBAR BRANCH	10 Crore- 50 Crore	1
110.	SIMARA BRANCH	10 Crore- 50 Crore	1
111.	THAPATHALI BRANCH	10 Crore- 50 Crore	1
112.	RAINAS BRANCH	10 Crore- 50 Crore	1
113.	SITALABAZAR BRANCH	10 Crore- 50 Crore	1
114.	KAPILVASTU BRANCH	10 Crore- 50 Crore	1
115.	PUSPALALCHOWK BRANCH	10 Crore- 50 Crore	1
116.	BAGLUNG	10 Crore- 50 Crore	1
117.	DHULIKHEL BRANCH	10 Crore- 50 Crore	1
118.	LALMATIYA BRANCH	10 Crore- 50 Crore	1
119.	THAKURDWARA BRANCH	10 Crore- 50 Crore	1
120.	MALANGWA BRANCH	10 Crore- 50 Crore	1
121.	KUMARIPATI BRANCH	10 Crore- 50 Crore	1
122.	NAKHIPOT BRANCH	10 Crore- 50 Crore	1
123.	PHIDIM BRANCH	10 Crore- 50 Crore	1
124.	DUHABI BRANCH	10 Crore- 50 Crore	1
125.	DAUBAHAL BRANCH	10 Crore- 50 Crore	1
126.	GAIGHAT BRANCH	10 Crore- 50 Crore	1
127.	BANGEMUDA BRANCH	10 Crore- 50 Crore	1
128.	URLABARI BRANCH	10 Crore- 50 Crore	1
129.	MANDABI BRANCH	10 Crore- 50 Crore	1
130.	DAMAULI BRANCH	10 Crore- 50 Crore	1
131.	SANKHU BRANCH	10 Crore- 50 Crore	1
132.	HILE	Up to 10 Cr	1
133.	JANAKI BRANCH	Up to 10 Cr	1
134.	GANJBHAWANIPUR BRANCH	Up to 10 Cr	1
135.	CHHINCHU BRANCH	Up to 10 Cr	1
136.	CHARIKOT	Up to 10 Cr	1
137.	ATTARIYA	Up to 10 Cr	1
138.	BARAGADI	Up to 10 Cr	1
139.	PAKAHAMAINPUR BRANCH	Up to 10 Cr	1
140.	BHIMSENSTHAN BRANCH	Up to 10 Cr	1
141.	OKHALDHUNGA BRANCH	Up to 10 Cr	1
142.	MELAMCHI BRANCH	Up to 10 Cr	1
143.	BESISHAR BRANCH	Up to 10 Cr	1
144.	BARAHABISE	Up to 10 Cr	1
145.	BHAJANI BRANCH	Up to 10 Cr	1
146.	ARUGHAT BRANCH	Up to 10 Cr	1
147.	MUSIKOT BRANCH	Up to 10 Cr	1
148.	PRASAUNI	Up to 10 Cr	1
149.	RABI BRANCH	Up to 10 Cr	1
150.	DHANKAUL BRANCH	Up to 10 Cr	1
151.	TIKAPUR	Up to 10 Cr	1
152.	SUBARNA	Up to 10 Cr	1

153.	LAMACHAUR BRANCH	Up to 10 Cr	1
154.	MYAGON	Up to 10 Cr	1
155.	SUNAVARSHI BRANCH	Up to 10 Cr	1
156.	MAIJOGMAI BRANCH	Up to 10 Cr	1
157.	BHAIRABI BRANCH	Up to 10 Cr	1
158.	ADARSHA BRANCH	Up to 10 Cr	1
159.	JAJARKOT BRANCH	Up to 10 Cr	1
160.	MADI	Up to 10 Cr	1
161.	BHULBHULE BRANCH	Up to 10 Cr	1
162.	CHHEDEDAHA	Up to 10 Cr	1
163.	HILIHANG BRANCH	Up to 10 Cr	1
164.	BANNIGADI BRANCH	Up to 10 Cr	1
165.	YANGWARAK BRANCH	Up to 10 Cr	1
166.	KUMAKHA	Up to 10 Cr	1
167.	TARKESHWOR	Up to 10 Cr	1
168.	SWAMIKARTIK	Up to 10 Cr	1
169.	GAURISHANKAR	Up to 10 Cr	1
170.	DHARCHI BRANCH	Up to 10 Cr	1
171.	GAUDA BRANCH	Less than 10 Cr	1
172.	MALING BRANCH	Less than 10 Cr	1
173.	JAGANNATHSIGN	Less than 10 Cr	1

ii. Departments

S. No.	Unit	Audit Frequency
1.	ACCOUNTS	2
2.	RECONCILIATION	2
3.	TOC	2
4.	CARD CENTER	2
5.	LRD	2
6.	TREASURY	2
7.	REMITTANCE CENTER	2
8.	RISK MANAGEMENT DEPARTMENT	2
9.	AML/ CFT	2
10.	GAD	1
11.	HRD	1
12.	MOBILE BANKING	1
13.	RETAIL & SME	1
14.	BANCASSURANCE	1
15.	CBDD	1
16.	SWIFT	1
17.	REPORTING CELL	1
18.	CCMAD	1
19.	PPDD	1
20.	DIGITALIZATION	1
21.	LIABILITY PRODUCTS	1
22.	CENOPS	1
23.	CICD	1
24.	CLEARING	1